

Job Description

Job Title: Management Accountant

Name of Jobholder:

Reports to (title): Group Financial Controller

Department: Finance

Salary: tba

Hours of Work: 35 hours Monday to Friday

Date: Dec 2021

Main Purpose of the Job

Reporting to Lancashire Cricket's Group Financial Controller this role is responsible for the completion of the company's management accounts, ensuring accurate and timely reporting of the club's financial performance. Including P&L variance schedules and monthly balance sheet control account reconciliations. Incorporating the collation and input of data into the finance system from across a diverse business and a number of disparate IT systems.

Principle Responsibilities:

Control of the monthly management accounts process

- Preparation of monthly management accounts including variance reconciliations and commentary
- Coordination of balance sheet control account reconciliations with supporting documentation
- Overseeing purchase and sales ledger monthly close off in accordance with the club's monthly timetable.
- To review bank reconciliations, loan account balances and bank statements.
- Maintain fixed asset register & supporting documents, reviewing fixed asset additions and depreciation
- Inputting of sales data into the finance system from other business systems.
- Month end journal preparation
- Prepare accruals and prepayments and corresponding schedules
- To prepare deferred income journals and supporting schedules, reconciled to reports from other business systems
- Stock reconciliations
- Preparation of month end file

Tax Compliance

- Preparation and submission of quarterly vat returns

Annual Audit

- Preparation of year end audit file
 - Liaison with external auditors
 - Statutory accounts preparation
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Other duties

- Supporting the finance controller with annual budgets and quarterly forecasting
- Liaison with ECB on a variety of subjects (reporting of information such as annual report, cost recovery schedules)
- Ad hoc reports as requested by senior management
- General day to day support to the Group Finance Controller on financial management issues
- Provide technical support to the wider finance team
- Maintain and update the Accounts procedures manual

Knowledge / Experience / Skills Needed

Technical

- Practical knowledge of key legislation & compliance requirements
- Strong bookkeeping skills
- Strong financial accounting skills
- Excellent understanding of accounting systems (preferably NetSuite)
- Good understanding accounting controls
- Managing risk and good use of professional scepticism
- Understanding of the economic environment and its impact on the business
- Understanding of technology and IT systems
- Excellent excel skills.
- Business writing skills (letters, reports, etc.)
- Excellent analytical skills
- Experience in the Hospitality Sector, ideally a Sports or Event based Venue.
- Strong organizational and time management skills, able to manage multiple projects and deadlines

Relationship management

- Communication skills with outside agencies, suppliers etc. in terms of building rapport, credibility and trust and using negotiation skills
- Building working relationships with key dept managers, including being assertive, providing explanations, challenge & justifications as appropriate.
- Strong team player

Management / Leadership

- Successful briefing & Training of other accounts staff
- Approachability and willingness to invest time in the development of others, providing feedback as necessary
- Successful delegation
- The generation of new ideas to instigate successful change
- High levels of energy and a flexible approach to working hours

Assignment and planning of work

- Generated by CFO & Group financial controller
 - Through requirements of Department managers
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- Through requirements of HM Revenue and Customs

Agreed and signed by

Jobholder

Manager

Date

Date to be reviewed
